

TRAFFIC ENGINEERING DIVISION

MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION

Policy/Procedure Guideline

SECTION 7: Barricade Assembly and Installation

SUBJECT 7.2: Delivery of Signs, Barricades and Supplies to
Satellite Yards

EFFECTIVE DATE: March 31, 1995

PARAGRAPH: 1. Purpose

2. Description
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1. PURPOSE:

To supply all outlying yards with supplies on a twice a week basis to improve efficiency of sign crews.

2. DESCRIPTION:

Loading truck, organizing supplies and materials relating to the supplying of all 8 outlying yards.

a. Durango Yard (Sign Crew)

1. Check the delivery ticket in-box for any supplies to be delivered that day; the delivery ticket in-box is located outside Barricade Section coordinators office. Delivery tickets will be placed there for the satellite yard delivery crew.
2. Load all ready signs from the crew bins onto truck for satellite yards on that days schedule; the ready make sign bins are located on the north dock of the Traffic Operations Building.
3. Load maintenance materials such as cement, telespar,

etc., onto truck.

b. Durango Yard (Barricade Crew)

1. Load extra or needed construction signs, barricades, sandbags, lights or any other materials needed onto truck.
2. Upon returning to the yard in the afternoon, get truck ready for the next day, with any materials or signs needed for delivery.

c. Durango Yard (Flooding materials)

1. Load onto truck extra and needed signing for that days satellite yard deliveries. The following materials will be those in this category:
 - Road Flooded
 - Road Debris
 - Road Closed w/plaque (diamond)
 - Road Closed b/w

d. Procedure for work at satellite yards

1. Drive out to satellite yards that are on the schedule for that day. Schedule as follows:

Monday	-	N/W Yard, Gila Bend Landfill, Avondale Yard, Morristown Landfill
Tuesday	-	Germann Yard, Cave Creek Landfill, Buckeye Yard
Wednesday	-	N/W Yard, Gila Bend Landfill
Thursday	-	Germann Yard, 40th Street Yard, Cave Creek Landfill, Buckeye Yard
Friday	-	Make-up day

Sign Crew Personnel assigned to each yard are as follows:

Northwest Yard:	Julius Early	-	542
	Frank Rodriquez	-	549

Buckeye Yard:	Ruben Ramirez	-	543
	Frank Tufino	-	548
	Joe Garcia	-	544
Germann Yard:	Jesse Tavena	-	524
Cave Creek Landfill:	Chilo Moroyoqui	-	523

2. Fill out log sheet located at each yard upon arrival and departure, even if no action was taken.
 3. Take out and load any damaged traffic materials from damaged material's area and load them onto service truck for return to Durango Yard.
 4. Unload truck of supplies for that yard and put them in their specified place in the yard.
 5. Inventory all current supply of barricades, construction signs, sandbags and lights.
- e. Procedure for sign crew ordering supplies

Fax a completed delivery ticket to George Samora who will hand carry it to Bill Fugate or Bill Birdwell who will then put it into the delivery ticket in-box for delivery by crew. No other deliveries will be made without a delivery tickets from the Signing Section Coordinator. Delivery ticket need to be coordinated with the delivery schedule and faxed to the Traffic Operations Building at least by the day prior to the scheduled delivery day.

f. General

The Technician III is the lead person. It is both crew members responsibility to communicate all aspects of the daily activities clearly and concisely or the Sign and Barricade Section Coordinator to their assistant to ensure

understanding by crew member(s).

3. EXHIBITS:

a. Satellite Yard Delivery Ticket

4. BACKGROUND:

It was determined by the Traffic Engineer that there is a need to have a written summation of the procedure currently being used by the barricade crews to deliver materials to the various satellite yards.

5. AUTHORIZATION:

Authorization by the County Traffic Engineer.

6. REFERENCES:

Non-applicable.

7. ATTACHMENTS:

Non-applicable.

Approved: _____

Albert G. Letzkus, P.E.
County Traffic Engineer